



**UNIVERSITY OF CONNECTICUT, SCHOOL OF NURSING  
JOB OPPORTUNITY  
PROGRAM COORDINATOR (UCP 5)  
HEALTHCARE ANALYTICS, TECHNOLOGY TRANSFER, RESEARCH AND EVALUATION**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** The University of Connecticut, Hartford Campus

**Job Posting No:** 2016607 (2 position openings)

**Hours:** 8:30am to 4:30pm

**Salary:** Salary will be commensurate on successful candidate's background and experience.

**Closing Date:** June 8, 2016

**Description:**

The Healthcare Analytics, Technology Transfer, Research and Evaluation Group (<http://chatter.uconn.edu/>) within the School of Nursing at the University of Connecticut (<http://nursing.uconn.edu/>) is seeking to hire two (2) full-time Program Coordinators (UCP 5). One position will support Connecticut's Medicaid EHR Incentive Program Attestation Review process, and the other position will support the Testing Experience and Functional Tools (TEFT) grant. The incumbent will coordinate and carry out activities that support the design, administration, and operations related to these initiatives. Incumbents will be responsible for coordinating program activities, establishing procedures, and monitoring program for compliance with grant requirements. The coordinators are expected to work independently, but within the defined procedures and guidelines established by the Director. Note: these positions are grants-funded and subject to annual renewal depending upon available funding and job performance.

Grant program details can be found at: Medicaid EHR Incentive Program - <http://chatter.uconn.edu/ehr-incentive-program/>  
Testing Experience and Functional Tools (TEFT) grant - <http://chatter.uconn.edu/teft/>

**Duties and Responsibilities include but are not limited to:**

1. Coordinate various project activities in support of project execution, control and closing. This includes support of project schedules, status reporting, project communication, information gathering, coordination and facilitation of meetings, tracking and resolution of issues, and tracking risks and resources.
2. Assist in managing day-to-day operational aspects of project and scope.
3. Responsible for written documentation including project overviews, reports, briefs, educational materials for print and digital publication.
4. Facilitate and coordinate the completion of all federally required reports; support the management of the grant budget and maintain grant files and records for the purpose of auditing, including contracts, invoices and other financial records.
5. Conduct rapid and short-term qualitative and quantitative research to support project objectives.
6. Liaise with state agencies and external stakeholders on related implementation issues.
7. Provide education, outreach and trainings as required by grant award.
8. Organize, schedule and facilitate meetings, presentations and stakeholder engagement activities.
9. Monitor federal and state updates and changes to the program to facilitate timely adoption.
10. Promote flow of information through written and oral communication.
11. Conduct systematic literature reviews and develop briefings.

**Minimum Knowledge, Skills and Abilities:**

Bachelor's degree from an accredited college or university; Three to four years of related experience of implementing grants; Ability to perform and coordinate administrative functions, and provide project support; Good communication and interpersonal skills; Must be flexible to meet with stakeholders outside standard business hours as needed; An understanding of current federal programs related with health information technology, such as HITECH Act, the CMS EHR Incentive Program.

**Preferred Skills and Abilities:**

Master's degree in public administration, public health, statistical analysis, information technology, biomedical informatics, health information management or related field. Knowledge of CMS and HITECH Act regulations and requirements for participation in programs. Proficiency with one statistical software such as SAS, SPSS, Stata or R. Proficiency with statistical analysis, data management, data integrity, and detection of trends. Skill interpreting CMS guidelines and/or research for clarification.

**Preferred Experience:**

Two (2) to four (4) years of professional experience in a fast-paced project oriented healthcare environment. Experience with claims and clinical quality measures computation. Experience in or knowledge of Personal Health Records, Person-centered Care Plan, Health Information Exchange, and Health Information Technology platforms and solutions. Proficiency

**Application Instructions:**

Please submit an online application that includes a **cover letter** identifying Search# 2016607 and how your skills will contribute to the grant activities, a **resume** and contact information for **three (3) professional references** to [www.jobs.uconn.edu](http://www.jobs.uconn.edu), Staff Positions. Evaluation of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016607)

**UConn DEPARTMENT OF HUMAN RESOURCES**  
**9 WALTERS AVENUE**  
**UNIT 5075**  
**STORRS, CT 06269**  
[www.hr.uconn.edu](http://www.hr.uconn.edu)

For more information regarding the School of Nursing, please visit the school's website at <http://nursing.uconn.edu> and to learn more about the CT HIT initiatives, please visit <http://www.ct.gov/cthealthit>.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

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*The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*